

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Deputy Chief Sergeant-At-Arms

GRADE: 8

REPORTS TO: Chief Sergeant-At-Arms

POSITION SUMMARY: This is an at-will, non-partisan position. The Deputy Chief Sergeant-At-Arms is appointed by the Chief Sergeant-At-Arms, with approval of the Clerk of the House. The Chief Sergeant-At-Arms House supervises and directs the work of the Deputy Chief Sergeant-At-Arms.

The Deputy Chief Sergeant-At-Arms is the second in command law enforcement officer for the House of Representatives, with jurisdiction over the Anderson House Office Building, House areas of the State Capitol, and associated parking areas. The Deputy Chief Sergeant-At-Arms has arrest powers and the authority to serve subpoenas and warrants issued by the House, any duly authorized officer, or committee.

The Deputy Chief Sergeant-At-Arms assists the Chief Sergeant-At-Arms in the recruitment, training, scheduling, and supervision of the Assistant Sergeant-At-Arms, House Pages, and Session Interns.

The Deputy Chief Sergeant-At-Arms assists the Chief Sergeant-At-Arms in providing a variety of security and service related functions to safeguard Representatives, staff, citizens, and property within the House of Representatives facilities. The Deputy Chief Sergeant-At-Arms also assists the Chief Sergeant-At-Arms in overseeing security, order, and decorum during committee meetings and sessions of the House of Representatives. This individual is responsible for other duties as assigned.

The Deputy Chief Sergeant-At-Arms must possess excellent communication skills, be proficient with Microsoft Office products, and perform the duties in a non-partisan manner.

JOB QUALIFICATIONS:

A minimum of five years of experience as a police officer. The Deputy Chief Sergeant-At-Arms must be a certified law enforcement officer under the rules of the Michigan Commission On Law Enforcement Standards. A post-secondary degree in Criminal Law Enforcement/Criminal Justice and certification in CPR and First Aid is preferred.

Revised: July 1, 2016